



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 12-2012

**OPEN TO:** All Interested Candidates  
**POSITION:** Local Guard Force Trainer, FSN-07\*; FP-07\*\* (Please reference the position title or VA number in your application to be considered)  
**OPENING DATE:** March 20, 2012  
**CLOSING DATE:** April 3, 2012  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 785,264\* (Grade 07)

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Algeria is seeking an individual for the position of Local Guard force Trainer in the Regional Security Office.

**BASIC FUNCTION OF POSITION**

Incumbent is responsible for providing daily technical skills and procedures of all local guard force members at U.S. Embassy Algiers. Incumbent provides a full range of training and training support and is responsible for ensuring that guard force members are up to date and correctly performing all guard procedures and skills. Incumbent is responsible for providing daily guidance and correcting the mistakes of all active duty guard force members, to include Shift Commanders, Senior Guards, and guards. Incumbent reports directly to Local Guard Force Operations Manager.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of secondary school is required.
- 2. Prior Work Experience:** Two years of Police, Military, Security or Corporate experience in which the incumbent trained personnel.

**3. Language Proficiency:** Level III English , Arabic and French are required.

**4. Other criteria:** Incumbent must be an aggressive, motivated self-starter who can work with minimum or no direct supervision while supervising the technical skills and training of large numbers of staff both in classroom settings and in the field. Working knowledge of the FAM pertaining to security and all pertinent instructions and procedures of the bureau of Diplomatic Security. Mastery of a wide range of techniques for training. Solid understanding of local laws, local procedures, and methods of conducting training is required. Working knowledge of security equipment, to include walk through metal detectors, itemizers, x-rays, and all personnel force continuum equipment.

**5. Other Skills and Abilities:** Must have instructor skills (i.e. the ability to comfortably speak in front of an audience, ability to perform all physical training, mentoring and coaching skills). Incumbent must have computer skills to include Microsoft Word and Outlook. Incumbent must possess basic and advanced guard skills. Must have the capacity to research and instruct on Security topics.

## **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

## **TO APPLY**

*Interested applicants for this position must submit (1) and (2) below:*

### **1. Preliminary Documentation**

- Current Resume. A current resume or curriculum vitae that provide the same information as a DS-174.
- Letter of Interest. You must attach to the letter:
  - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
  - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).

### **2. Proof of education.**

- Copies of relevant diplomas or degrees (as required) by the position.
- Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

**Unsuccessful applications will not receive an invitation to attend the interview**

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: April 3, 2012**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Local Guard Force Trainer, Vacancy Announcement # 11-2012

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers\_app@state.gov**

**Note: Only the best qualified applicants will be contacted for a test and interview**